

THE GOVERNANCE JOURNEY

Northam Swimming Club Inc.

NO LONGER 'JUST' A LOCAL SPORTS CLUB

- Australian Sporting Commission's "Club Health Check"
- Associations Incorporations Act 2015 & Associations Online
- Shire/Facility Compliance "Code of Practice for the Design Operation, Management and Maintenance of Aquatic Facilities"
- SWA Affiliation Checklist
- Safe Sport Framework (now the National Integrity Framework)
- WWCC Compliance

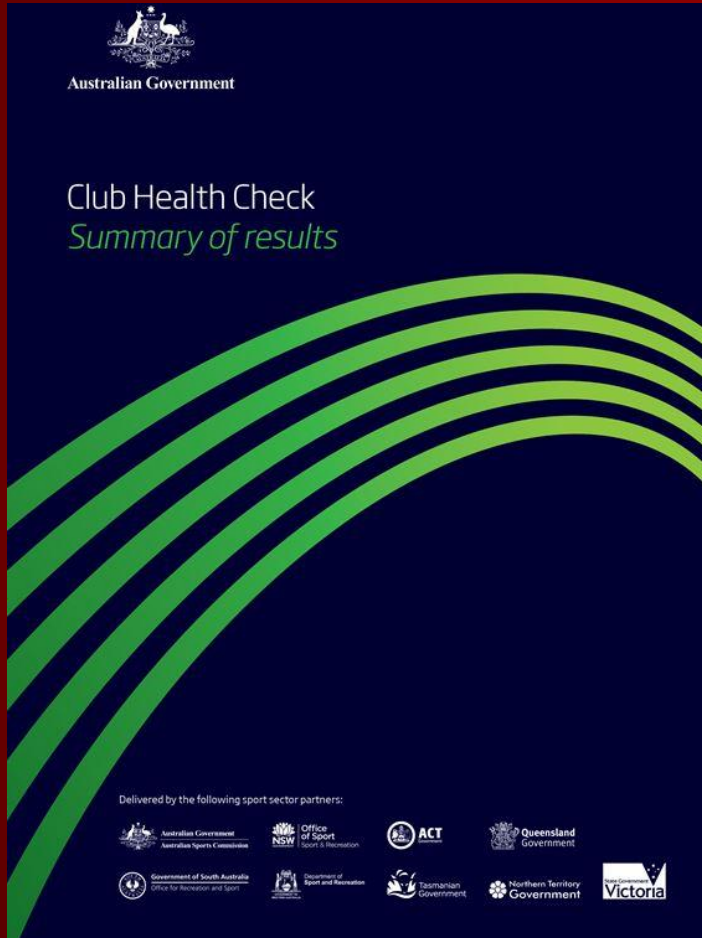
**IT'S NOT JUST ABOUT THE 'WHAT'
IT'S ALSO ABOUT THE 'WHO'**

ACKNOWLEDGEMENTS

**Club Committee – Predecessors Supporters and Drivers
SWA/Region Volunteers
SWA Staff
Significant Others**



THE STARTING POINT



SHIRE/FACILITY COMPLIANCE

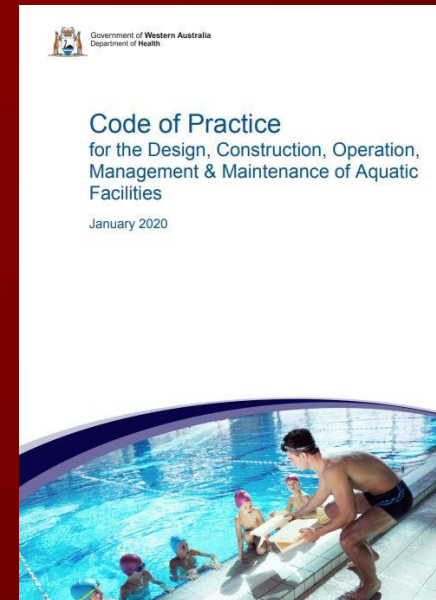
7.12 QUALIFICATIONS OF COACHING AND INSTRUCTIONAL STAFF

The operator of an aquatic facility shall ensure that personnel providing instruction in specific aquatic activities hold an appropriate and approved qualification, as detailed in Table 9.

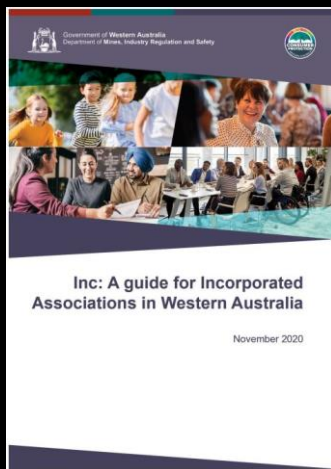
Table 9 - Qualifications of Coaching and Instructional Staff

Aquatic Activity	Approved Industry Standard or Approved Equivalent
Swimming and Water Safety Instruction	<ul style="list-style-type: none">▪ Royal Life Saving Instructor of Swimming and Water Safety Certificate or▪ AUSTSWIM Teacher of Swimming and Water Safety<ul style="list-style-type: none">▪ World Aquatics Certificate
Competitive Swimming Coaching	Australian Swimming Coaching Qualification
Platform and Springboard Diving	Australian Diving Association Coaching Qualification

Aquatic Facilities Regulations 2007 & Code of Practice for the Design Operation, Management and Maintenance of Aquatic Facilities



- Associations Incorporations Act 2015
- Previous Act: 49 pages maximum fine \$500 for not declaring a material conflict of interest
- Now 250+ pages, 56 possible fines up to \$10000
- New model rules
- Associations Online Reporting Requirements



Information statement

Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

Association Incorporation Act 2015 & 2016 Associations Incorporation Regulations 2016 & 2017

Purpose: Incorporated associations under the Associations Incorporation Act 2015 (the Act) must lodge an information statement with the Department of Mines, Industry Regulation and Safety (the Department) for each financial year. The information statement must be lodged with the Act and the Associations Incorporation Regulations 2016.

INSTRUCTIONS:

1. Take care to read the form thoroughly before printing and signing it, or have your agent print and sign it for you.
2. Tick all boxes appropriate and complete all sections of the form.

SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. This information statement is for the association's financial year ending:

2. What is the name of the incorporated association?
The association's name as shown on the certificate of incorporation:

3. What is the incorporated association's registration number (ARN)?

4. What is the association's current address?
Provide the association's postal and the address you used the Department to use to send communication to. The email address should not be a personal email.
Street:
Suburb:
State: Postcode:
Email:

5. What is the association's current address for service?
The address for service is the address that you want the public to use to contact the association.
Street:
Suburb:
State: Postcode:

ASSOCIATIONS INCORPORATIONS ACT

Did you know:

- Material Personal Interest (\$10k fine)
 - o committee member must declare; and
 - o not be present at the meeting where a discussion is held or decision made; and also
 - o disclose nature and extent of the interest at the next General Meeting
- Member Register and Record of Office Holders (\$2750 fine for each)
- Give new members copy of the association rules (\$2750 fine)
- Reviewers/Auditors have right to attend and speak at an AGM (\$2750 fine)

Swimming WA have provided a checklist for Club administrators to carefully consider leading into the 2020/21 season. Swimming WA are committed to assist and support Clubs in establishing strong governance practices, leading to strong stability and a positive direction for your Club in the future.

Swimming Australia Ltd (SAL) also has an online 'Club Health Checklist' for all Swimming Clubs in Australia.

- The Club's Constitution has been reviewed, updated and provided to Swimming WA
- The Club has an updated Strategic Plan and has been provided to Swimming WA as well as updated online by 26 June 2020
- The Club has a Member Code of Conduct that is signed by all new Members
- The Club makes all Swimming WA and Club policies and procedures easily accessible to all Members
- The Club has a Member Protection Information Officer (MPIO) representative
- The Club has a Complaint Management Policy and an accessible procedure that Members and Club administrators can follow
- The Club has a complaint management record file
- The Club has an accurate and up to date Working with Children Check (WWCC) register
- The Club provides all Members of the executive committee contact details, including clearly defined tasks
- The Club President or Club administrators actively engage with Swimming WA Club Presidents' forums, workshops and the Swimming WA Conference
- The Club actively seeks sponsorships to assist with financial operations
- The Club has a written agreement with the training venue
- The Club has a written agreement with the Coaches
- The Club Coaches are accredited with ASCTA and are Swimming WA Members
- The Club actively communicates to its Members via newsletters/social media and has an active website
- The Club has a designated person to manage the Club website
- The Club runs active social activities, including fundraisers and Club nights/Club Championships
- The Club has a designated person to 'welcome' new Members
- The Club has an 'Inclusion' policy, ensuring all are welcome into the Club no matter their age, sex, gender or ability
- The Club offers a clear development pathway and caters for all swimmers
- Club tool kit on premise for reference
- The Club has a minimum of three committee Members (President, Registrar and Secretary)

SWA AFFILIATION CHECKLIST

First released with the 2017/18 SWA Affiliation Package

It took 3 years, but we got it done

SO HOW DID WE DO IT?

Tip: Not by reinventing the wheel

THE CONSTITUTION

CLUB CONSTITUTION

NORTHAM SWIMMING CLUB INC.

Version Tracking

Version	Date	Meeting	Outcome	Summary Of Changes
1.1	12/5/2017	Special General Meeting	Endorsed unanimously Effective 6/06/2017	Complete change on 2004 version to reflect requirements of <i>the Act</i>
1.2	11/9/2017	Annual General Meeting	Endorsed unanimously Effective 26/10/2017	Changes to include MSWA
1.3	10/9/2018	Annual General Meeting	Endorsed unanimously Effective 24/10/2018	Change to 25.1 requiring a resolution at a committee meeting to change bylaws
1.4	2/9/2019	Annual General Meeting	Endorsed unanimously Effective 22/10/2019	Changes to 1.3 reducing percentage of committee members for quorum & 12.2(a) adding additional approval to written nominations

Bylaws

Strategic Plan

Volunteer Coaches Agreement

Policies and Procedures

Risk Management Plan

Volunteer Management Plan

DOCUMENTS DEVELOPED

Club Policies	
Club Constitution	NSC Bylaws
Northam SC Code of Conduct	SA Policies
Strategic Plan	Swimming WA Policies
Northam SC Inclusion Policy	
Social Media & Communications Policy	
Access to Association Records Procedure	
Volunteer Management Plan	
Risk Management Policy	
NSC Healthy Club Policy	
NSC Sun Protection Policy	

SYSTEMS AND TOOLS

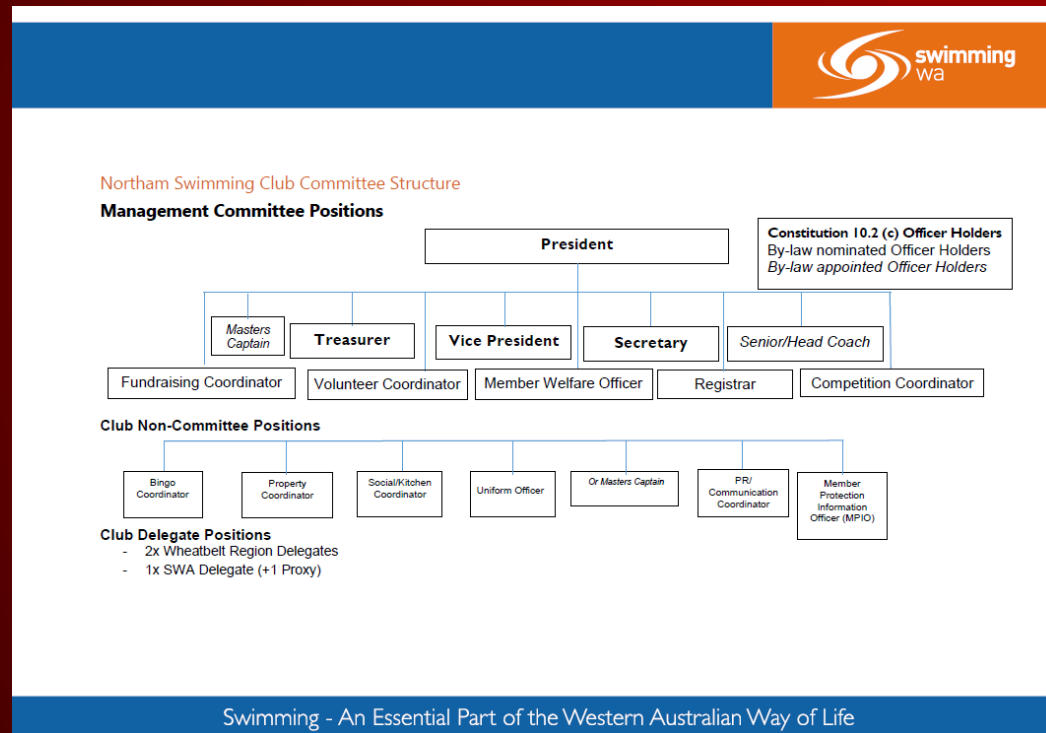
- Gmail
- Dropbox and Google Drive
- My Swim Results
- Meet Manager/Team Manager
- Facebook/Messenger
- Website
- Templates/Reports/Registers



ACHIEVEMENTS

- SWA Runner-up Country Club of the year on at least 3 occasions
- A Grade for Country Pennants – highest ranked of cold-water pools
- 100+ Current members
- More Technical Official's than most clubs
- More than our fair share of SWA Volunteers of the Month

HANDING OVER THE BATON...



Northam Swimming Club Inc. 2022/2023 Committee Contact Details



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President

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Member Welfare Officer

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QUESTIONS